

**BY ORDER OF THE COMMANDER  
BUCKLEY AIR FORCE BASE**

**BUCKLEY AIR FORCE BASE  
INSTRUCTIONS 31-218**



**29 JUNE 2016**

**Security**

**MOTOR VEHICLE TRAFFIC  
SUPERVISION**

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OPR: 460 SFS/S3

Certified by: 460 SFS/CC  
(Maj Jason E. Stack)

Supersedes: AFI31-204\_460ABWSUP\_I,  
5 November 2003

Pages: 31

This publication implements AFD 31-1, *Integrated Defense*, AFI 31-218(I), *Motor Vehicle Traffic Supervision* and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Buckley Air Force Base. This instruction applies to all personnel assigned, attached, or transiting Buckley AFB and all personnel residing on or visiting Buckley AFB. Failure to perform the duties imposed may constitute a violation of Article 92, Uniform Code of Military Justice (UCMJ). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System records disposition schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Failure to observe prohibitions and mandatory provisions of this instruction by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ).

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## Chapter 1

### PROGRAM OVERVIEW

**1.1. Overview.** This instruction applies to any person operating a motor vehicle on any road under Buckley AFB jurisdiction. Additionally, certain provisions of this instruction apply to pedestrian and individuals operating non-motor vehicles as outlined in chapters 7 - 12. Furthermore, provisions of this instruction shall also apply to the operation of Government Motor Vehicles (GMV) regardless of geographic location.

### **1.2. Delegation of Authority.**

1.2.1. Authority is delegated from the 460 SW/CC to the 460 MSG/CC for the following duties:

1.2.1.1. Be the Installation Traffic Supervision Program Manager and accomplish any duties pertinent to the program of Traffic Management.

1.2.1.2. Determine Random Installation Entry/Exit Point Checks (RIEPC).

1.2.1.3. Suspend or revoke installation driving privileges and the issuance, recession, and modification of driving revocation letters IAW AFI 31-218(I) and AFMAN 31-116.

### **1.3. Unit Commanders are Responsible For:**

1.3.1. Placing this instruction in a location accessible to all personnel in their unit and periodically ensuring all personnel are aware this code governs all vehicles and pedestrians on Buckley AFB.

1.3.2. Ensuring that all personnel departing Buckley AFB due to Permanent Change of Station (PCS), retirement, or separation comply with all applicable instructions prior to out-processing.

## Chapter 2

### DRIVING PRIVILEGES

#### 2.1. Driving Privileges:

2.1.1. **Driving on a Military Installation:** Is a privilege granted by the installation commander. Persons driving on Buckley AFB accept that privilege and must adhere to the following requirements:

2.1.1.1. Drivers must be lawfully licensed to operate motor vehicles and not be under a suspended or revoked license in any state.

2.1.2. Drivers must comply with Colorado Revised Statutes (C.R.S.), Title 42, and all federal traffic laws and regulations.

2.1.3. Buckley AFB is located in an area where a vehicle emissions inspection and maintenance (I/M) program is in operation to comply with the terms of the Clean Air Act. Proof of compliance with the vehicle emissions I/M testing program that is applicable to Buckley AFB must be maintained in the vehicle. Personnel assigned to Buckley AFB must register their vehicles through the Employee Vehicle Certification and Reporting System (eCARS) located at <https://apims.af.mil/apims/ecars/>

2.1.4. Drivers must possess and be able to produce on request by a law enforcement officer the following items:

2.1.4.1. Proof of vehicle registration.

2.1.4.2. A valid state driver's license.

2.1.4.3. Common Access Card (or other appropriate DOD or non-DOD civilian ID card).

2.1.4.4. Proof of valid insurance.

2.1.5. If the driver is a non-DOD affiliated contractor or vendor, the driver must have, in addition to the items above:

2.1.5.1. Regulator permits or other pertinent documents as applicable to shipping and transporting special cargo.

2.1.5.2. AF Form 75, *Visitor/Vehicle Pass*, or Defense Biometric Identification System (DBIDS) card/pass. The 460 SW Integrated Defense Plan (IDP) 31-1 identifies the requirements to obtain DBIDS card/pass and unescorted access to the installation. Refer to Attachment 3 for the Buckley AFB Form 127, *Application for Defense Biometric Identification System Card*, and Attachment 4 for Buckley AFB Form 128, *Request for Visitor to obtain unescorted access to Buckley Air Force Base*.

2.1.6. Drivers not in possession of these required documents will not operate motor vehicles on Buckley AFB. If a vehicle operator is detained on base due to a violation of this section, it will be the operator's responsibility to correct the problem before being allowed to operate the vehicle on base. If the vehicle operator cannot correct the problem immediately, the vehicle must be parked in an area where it does not interfere with traffic flow and removed as soon as possible. Abandoned vehicle procedures will be initiated for vehicles exceeding 72

hours without registration. The vehicle will be towed immediately if it causes traffic/parking problems. If the vehicle registration is expired for more than 3 months, it may be towed.

2.1.7. Drivers operating a GMV are exempt from registration and insurance requirements.

2.1.8. International/Foreign Driver's License.

2.1.8.1. Individuals may drive on Buckley AFB with an international/foreign driver's license.

2.1.8.2. If individuals are going to establish residency in Colorado they must get a Colorado State license. Active duty US military personnel and their spouses are exempt from obtaining a Colorado driver license when they have a valid driver license issued by another state. Military personnel on active duty in Colorado and who claim another state as their home state of residence may register their vehicle(s) in Colorado.

## **2.2. Stopping and Inspecting Personnel or Vehicles:**

2.2.1. Any vehicle operator may be stopped by law enforcement personnel for any lawful or administrative reason allowed by this instruction to include, but not limited to, installation entry/exit point inspections, vehicle inspections, traffic violations, etc.

2.2.2. Individuals operating a GMV assigned to Buckley AFB are subject to and must submit to installation entry/exit point inspections or restricted area inspections.

2.2.3. POVs may be stopped at any time on the installation and anywhere on the installation when there is reasonable suspicion of criminal activity, a violation of a traffic regulation, or the installation commander's policy.

2.2.4. At the time of the stop, the driver of the vehicle is required to produce the items as listed above in paragraphs 2.1.3 – 2.1.4.

## **2.3. Consent:**

2.3.1. Any person driving on the installation who has shown himself or herself to be a safety hazard or is suspected of driving while impaired or under the influence of alcohol or any other mind altering substance, and who refuses to consent to and successfully complete a test of their blood, breath, saliva, or urine shall have their installation driving privileges revoked for a period of not less than 1 year.

## **2.4. Implied Consent to Impoundment:**

2.4.1. Any person granted the privilege to operate or register a motor vehicle on a military installation shall be deemed to have given his or her consent for the removal and temporary impoundment of the POV when it is parked illegally, or for unreasonable periods, as determined by the installation commander or applicable authority, interfering with military operations, creating a safety hazard, disabled by accident, left unattended in a restricted or controlled area, or abandoned, it will be towed and/or impounded.

2.4.2. If a vehicle is involved in a traffic infraction or criminal activity and cannot be safely moved from the roadway, the driver is deemed to have given consent for removal/impoundment of the vehicle.

2.4.3. If a person does not comply with law enforcement officials, they not only may have their vehicle removed/impounded, they may also have their driving privileges revoked for a period of up to 1 year.

2.4.4. Determination of the existence of these conditions for the purpose of towing or impoundment of a vehicle is delegated to the on-duty Patrolman on scene and on-duty Flight Chief.

2.4.5. The 460 SFS or Air Force Office of Special Investigations (AFOSI) may have a vehicle impounded if the vehicle is believed to have been involved in the commission of a crime or contains evidence or contraband.

## **2.5. Suspension and/or Revocation of Driving or Privately Owned Vehicle Registration Privileges:**

2.5.1. This publication and AFI 31-218(I) state standards for revocations and suspensions. The 460 SW/CC's delegatee, 460 MSG/CC makes all driving privilege issuance, rescission, and modification decisions.

2.5.2. Commanders will recognize the interests of the state in matters regarding POV administration and driver licensing.

2.5.2.1. When imposing a suspension or revocation for an off-installation offense, the effective date should be the same as civil disposition, or the date that state or host nation driving privileges are suspended or revoked. This effective date can be retroactive.

2.5.2.2. Commanders will recognize official documentation of suspensions/revocations imposed by state or host nation authorities. Administrative actions (suspension/revocations, or if recognized, point assessment) for moving traffic violations off the installation should not be less than required for similar offenses on the installation.

2.5.2.3. The host and issuing state licensing authorities will be notified as soon as practical when a person's installation driving privileges are suspended or revoked for any period, and immediately for refusal to submit to a lawful BAC test. The notification will be sent to the appropriate State DMV per reciprocal agreements. In the absence of electronic communication technology, the appropriate state DMV will be notified by official certified mail. The notification will include the basis for the suspension/revocation and the BAC level if applicable.

2.5.3. . Penalty for Failure to Obtain and Report Emissions Inspection Compliance. The installation commander may exercise the discretionary authority to withdraw driving privileges for active duty and DoD civilian personnel that do not certify compliance with the locally applicable I/M testing program, as required by AFI 32-7040, para 3.4.2.2. If driving privileges for affected active duty or DoD civilian personnel are withdrawn for failure to comply with the requirement to certify compliance with the locally applicable I/M program, such privileges should be restored upon compliance with the provisions of AFI 32-7040, para 3.4.2.1. and 3.4.2.2.

2.5.4. Driving in violation of a suspension or revocation will result in the original period of suspension or revocation being increased by 2 years as well as any additional administrative actions imposed by the offender's unit based on the commission of any traffic, criminal, or military offenses.

2.5.5. Suspension/revocation of driving privileges on the installation applies to both POV and GMV operation.

## **2.6. Ignition Interlock Devices:**

2.6.1. An ignition interlock device or breath alcohol ignition interlock device (IID and BAIID) is a mechanism, like a breathalyzer, installed on a motor vehicle's dashboard. Before the vehicle's motor can be started, the driver first must exhale into the device; if the resultant breath-alcohol concentration analyzed result is greater than the programmed blood alcohol concentration, the device prevents the engine from being started. An interlock device is placed in a vehicle upon conviction of a DUI/DWI or other offense that involved drugs or alcohol.

2.6.2. If a person required to use an interlock device is found to be operating any vehicle on Buckley AFB without an interlock device, that individual will be cited for violation of all applicable state and federal offenses, and will have his or her Buckley AFB driving privileges suspended for no less than 12 months.

2.6.3. If a person required to use an interlock device is found to be operating any vehicle on Buckley AFB with an interlock device that has been bypassed or tampered with, that individual will be cited for all applicable state and federal offenses, and will have his or her Buckley AFB driving privileges suspended for no less than 12 months.



## **Chapter 3**

### **MOTOR VEHICLE REGISTRATION**

#### **3.1. Motor Vehicle Registration.**

##### **3.1.1. Vehicle Registration:**

3.1.1.1. All vehicles operating on Buckley AFB will be registered and will have valid proof of registration available to be presented upon request by a member of any federal law enforcement agency, including, but not limited to, 460 SFS and AFOSI Det. 801.

## Chapter 4

### TRAFFIC SUPERVISION

#### 4.1. Traffic Supervision.

##### 4.1.1. Assimilative Crimes Act:

4.1.1.1. Buckley AFB hereby adopts C.R.S., Title 42, Article 4, *Regulation of Vehicles and Traffic*, as the Buckley AFB Traffic Code. Any reference to the state of Colorado or the “state” shall be interpreted as “Buckley AFB.” C.R.S., Title 42, Article 4, is applicable on Buckley AFB through Title 18, United States Code (U.S.C.), Section 13, *The Assimilative Crimes Act*. Operation of any and all motor vehicles on the installation will be IAW all applicable Colorado and federal traffic laws. “Police officer” as defined by C.R.S. 42-1-102, shall include all personnel assigned to 460 SFS performing police duties. Violations of state and federal traffic laws are punishable under Article 92 of the Uniform Code of the Military Justice (UCMJ) and 18 U.S.C. § 13 and may result in punitive or administrative actions.

4.1.2. These actions include, but are not limited to, suspension and/or revocation of driving privileges on the installation. NOTE: Unit commanders may give separate administrative punishment to a violator, but the 460 SFS will base all suspensions and revocations on the point system which must be formally rebutted if the suspension or revocation is disputed.

4.1.3. Suspensions and revocations of Buckley AFB driving privileges are made IAW a policy letter signed by 460 MSG/CC and are issued to the individual by 460 SFS/S5FR. See Attachment 2 for Suspension-Revocation of Base Driving Privileges memorandum.

#### 4.2. Safety Restraints:

4.2.1. Passenger safety restraint systems will be used at all times by all personnel (civilian, military active duty/guard/reserve, retired, and dependents) occupying a motor vehicle on Buckley AFB while the vehicle is in operation. This includes, but is not limited to, seat belts, child seats, booster seats, etc.

4.2.2. All service members will utilize their restraint system while operating or riding in a motor vehicle on and off the installation.

#### 4.3. Driver Distractions:

4.3.1. Vehicle operators on a DOD installation and operators of government owned vehicles (on and off of the installation) will not use cell phones unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hands-free cellular phones) while operating a motor vehicle is prohibited. Use of those devices impairs driving and masks or prevents recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

4.3.2. Penalties for violation of paragraph 4.3.1 are as follows. For the first offense, civilian violators’ may receive a CVB Form 1805 and their Buckley AFB driving privileges will be suspended for 3 days and 3 points will be assessed. For the second offense within a 12 month period, violators may receive a CVB Form 1805 and their Buckley AFB driving

privileges will be suspended for 7 days and 3 points will be assessed. For any subsequent offenses within a 12 month period, violators may receive a CVB Form 1805 and their Buckley AFB driving privileges will be suspended for 30 days and 3 points will be assessed.

4.3.3. The procedures for penalties that violate paragraph 4.3.1 regarding active duty military members are the same as the civilian process, however military members will be issued a DD Form 1408.

4.3.4. There is also a significant potential for driver distractions when a driver performs such activities while driving as eating and drinking, operating vehicle audio systems, vehicle navigation systems, etc. Whenever possible, these activities should only be performed when the vehicle is safely parked.

#### **4.4. Motorcycle Operation:**

4.4.1. Operators and passengers of motorcycles or mopeds or other open type vehicle powered by a motorcycle-type engine will:

4.4.1.1. Ensure headlights are on at all times of operation.

4.4.1.2. Ensure there is at least one rear view mirror attached to each side of the handlebars.

4.4.1.3. Wear approved protective helmets (DOT standard or better), eye protection, hard-soled shoes, long sleeved shirt or jacket, full-fingered gloves or mittens and long trousers will be worn by operators and passengers when in operation. Wearing of a motorcycle jacket and pants constructed of abrasion resistant materials such as leather, Kevlar® and/or Cordura® containing impact absorbing padding is strongly encouraged. Riders should select PPE that incorporates fluorescent colors and retro-reflective material.

#### **4.5. Traffic Law Enforcement:**

4.5.1. The 460 SFS has the primary responsibility for directing, regulating, and controlling traffic, and enforcing the laws and regulations pertaining to traffic control on Buckley AFB and may cite violators of installation traffic code for any violations committed on Buckley AFB. Violators will be cited as follows:

4.5.1.1. All personnel operating a POV, including but not limited to reservists, guardsmen, civilian dependents (for juveniles see para 4.7.1.3), DoD and NAF employees, contractors, and any non-DoD affiliated civilians, will be cited via a CVB Form 1805 for traffic violations on Buckley AFB. All violations cited via the CVB Form 1805 will be forwarded to 460 SFS/S5FR for processing and filing in US Federal Magistrate Court.

4.5.1.2. Active duty military members will be cited via DD Form 1408 for traffic violations on Buckley AFB. Violators of base directives not considered a violation under state or federal traffic law will be cited via the DD Form 1408.

4.5.1.3. Juveniles are defined as any person under the age of 18. Juveniles who commit traffic violations will be cited via the DD Form 1408. Violations that are criminal violations (felony or misdemeanor), will be documented in Security Forces Information Management System (SFMIS).

**4.6. Operation of RADAR/LIDAR Units:**

4.6.1. On Buckley AFB, it is required that the RADAR/LIDAR operator be in a visible location to encourage voluntary compliance with speed limits and other traffic laws.

4.6.2. RADAR/LIDAR units will only be used in security forces vehicles. When available, clearly marked security forces vehicles will be used.

4.6.3. Parking lights will be on while running stationary RADAR/LIDAR if parked within five feet of the roadway.

**4.7. Accident Reporting:**

4.7.1. Any driver involved in an accident must immediately stop their vehicle, as soon as safely possible, and remain at the scene of the accident until they have fulfilled the requirements of this section.

4.7.2. The operators of vehicles involved will exchange their name, grade, organization, address, telephone number, insurance information, driver's license number, and vehicle registration information.

4.7.3. Any vehicle that collides with an unattended vehicle or property will stop immediately and the driver will attempt to locate and notify the owner of the damaged vehicle or property and comply with the paragraph above. If the driver of the vehicle is unable to contact the owner of the unattended vehicle, the driver will contact security forces immediately.

4.7.4. The operator of any vehicle involved in an accident on base will immediately report the accident to the security forces. If the operator is incapable of reporting the accident, attempt to have a passenger or witness report the accident immediately. Security forces personnel will respond to all major accidents.

4.7.5. Any person involved in an accident on-base will not move the vehicle from the scene without permission from security forces unless safety concerns require immediate action.

4.7.6. Security forces is the primary agency for conducting investigations of all accidents requiring investigation. If no security forces traffic investigator is available (TDY, leave, deployed, etc.), contact APD to see if they are available to assist with the investigation (Base Housing Only).

**4.8. Parking Enforcement:**

4.8.1. The 460 SFS will not enforce reserved or unauthorized parking with the exception of handicapped parking spots, unless approved by the on-duty Flight Chief or higher authority.

4.8.2. Authorized reserved parking signs will be IAW Unified Facilities Criteria (UFC) 3-120-01, *Sign Standard*. Any signage not covered in the UFC may be requested via AF Form 332, *Base Civil Engineer Work Request*, through 460 CES to the Base Traffic Working Group (BTWG) for approval.

4.8.3. Parking is only authorized in clearly identified paved or graveled areas marked by paint, pipes, barriers, or signs. Except during special events or as directed by 460 SW/CC, 460 SW/CV, 460 MSG/CC, 460 MSG/CD, or as directed by security forces personnel performing official duties, parking in unpaved areas or areas that are marked for no parking is not authorized.

4.8.4. Only motorcycles or mopeds may park between parking spaces and in the white-hashed areas in the absence of available specific motorcycle parking areas. Such parking must not create unreasonable obstruction. Any other vehicle parked in an unauthorized space or in a white-hashed area is in violation of parking standards and may be ticketed.

#### **4.9. Unattended Motor Vehicles:**

4.9.1. No person driving or in charge of a motor vehicle shall permit it to be parked unattended without first placing it in park, turning the vehicle off, and removing the key from the ignition.

4.9.2. Vehicles will not be parked on base for more than 72-hours except as specified below.

4.9.2.1. Vehicles may be parked in any parking lot as long as the facilities leadership has approved the request, provided they comply with owner/user requirements and posted signs.

4.9.2.2. Dormitory residents may park vehicles in dormitory parking lots or at respective squadrons, provided space is available.

4.9.2.3. All other vehicles parked in base parking lots longer than 72-hours must first obtain the permission of the responsible building custodian or commander.

4.9.3. Refer to Buckley Air Force Base Child Supervision Guidelines in Attachment 5 on matters pertaining to unattended children in vehicles.

#### **4.10. Processing of Traffic Citations:**

4.10.1. Violations cited by a CVB Form 1805 will be processed by the Central Violations Bureau and adjudicated in US Magistrate Court in Denver, CO. Individuals who are cited by a CVB Form 1805 should follow the instructions on their citation(s).

4.10.2. The 460 MSG/CD is hereby designated as the rebuttal authority for the DD Form 1408.

4.10.3. All DD Forms 1408 will be annotated by the patrolman with instructions to the violator to report the violation to their supervisor, first sergeant, or commander within 24 hours or the next duty day. Annotation will also include instructions for rebuttal of the DD Form 1408.

4.10.3.1. If the member wishes to rebut the citation, the violator must report to 460 SFS/S5FR in building 1028, room 109 within 5 duty days and notify them of their intent to rebut the ticket. S5FR personnel will provide the violator rebuttal instructions. The violator will then have 14 calendar days from receipt of the ticket to submit a letter articulating why the ticket should not have been issued. All requests for rebuttal consideration must have the squadron commander's endorsement and comments supporting the violator's guilt or innocence before routing to the DD Form 1408 rebuttal authority. If the request is not submitted within the required 14 days or does not contain the commander's endorsement and comments, the request will not be processed and appropriate traffic points will be assessed.

4.10.3.2. All rebuttal requests will be routed through 460 SFS/S5FR.

4.10.3.3. Once the 460 MSG/CD makes his/her decision, he/she will notify 460 SFS/S5FR of the decision which will be considered a final decision and may not be rebutted after his/her decision. S5FR will notify the violator of the decision in writing via email and will courtesy copy the squadron first sergeant and commander. If the individual cannot be reached via email, the decision will be mailed to the violator via certified mail.

4.10.3.3.1. If the ticket is deemed valid by the rebuttal authority, the violation will be entered into SFMIS and traffic points will be assessed.

4.10.3.3.2. If the ticket is invalidated, the ticket will be considered void.

#### **4.11. Implied Consent:**

4.11.1. Security forces personnel invoking the implied consent provisions of AFI 31-218I, will record the appropriate information on the DD Form 1920, *Alcohol Incident Report*, or locally devised forms. The authorized methods for conducting a chemical test to determine blood alcohol level are use of the Intoxilyzer breath analysis instrument, blood test, or both.

4.11.2. Whenever the military magistrate authorizes the seizure of blood for testing, blood will be drawn and secured as evidence based on written or verbal authorization to search and seize. Blood will not normally be drawn from civilians. Contact 460 SW/JA for situational guidance regarding civilian blood tests.

4.11.2.1. If a military member becomes combative or physically resistant to the blood draw, that individual is subject to administrative or punitive action under Article 92, UCMJ. Any request to conduct an involuntary blood draw requiring restraint of the member must first be coordinated with 460 SW/JA.

4.11.2.2. The subject's first sergeant will pick up a copy of the blood test results within 24 hours of being notified it is ready for pickup by lab personnel. The first sergeant will immediately provide a copy of the results to 460 SFS/S5FR for inclusion in the case file.

#### **4.12. Vehicle Sound Systems/Excessive Noise:**

4.12.1. Personnel will not operate a vehicle sound system that can be heard outside the vehicle at greater than 50 feet except as required for official duties.

#### **4.13. Emergency Response:**

4.13.1. Emergency vehicles responding to emergencies will do so with cognizance to the situation and nature of the emergency. Responding personnel will not put themselves or others in greater danger in order to respond to an emergency. All speed and traffic laws will be obeyed by emergency responders when responding to emergencies.

## Chapter 5

### DRIVING RECORDS AND TRAFFIC POINT SYSTEM

#### 5.1. Driving Records and Traffic Point System.

##### 5.1.1. Suspensions and Revocations:

5.1.1.1. All suspensions and revocations will be IAW AFI 31-218(I), Tables 5-1 and 5-2, and Attachment 2 of this instruction. Specific incidents deemed appropriate for suspension or revocation but not listed in this instruction or AFI 31-218(I) may be considered on a case-by-case basis. Suspension and revocation of driving privileges on the installation apply to all personnel located, or operating a vehicle, on Buckley AFB.

5.1.2. The traffic point system provides a uniform administrative device to impartially judge service personnel's driving performance. This system is not a disciplinary measure or a substitute for punitive action. Further, this system is not intended to interfere in any way with the reasonable exercise of an installation commander's prerogative to issue, suspend, revoke, deny, or reinstate installation driving privileges. The Buckley AFB traffic point system will be IAW, AFI 31-218(I), Table 5-2.

5.1.3. The installation commander or his/her designee will notify the state driver's license agency of those personnel whose installation driving privileges are revoked for 1 year or more, following final adjudication of the intoxicated driving offense or for refusing to submit to a lawful BAC test. Notification will include the basis for the suspension and the blood alcohol level. The notification will be sent to the state in which the driver's license was issued IAW AFI 31-218(I), Table B-1.

## Chapter 6

### IMPOUNDING AND TOWING PRIVATELY OWNED VEHICLES

#### 6.1. Impounding and Towing Privately Owned Vehicles.

##### 6.1.1. Towing and Impoundment:

6.1.1.1. Buckley AFB does not have the capability to tow or impound vehicles located on the installation; therefore, when there is a need to tow or impound a vehicle, a civilian tow company is contacted. If possible, before the vehicle is towed, 460 SFS will conduct an inventory of all items in the vehicle and log all items on the DD Form 2506, Vehicle Impoundment Report. The civilian tow company will store the vehicle at their impound lot and the civilian company will also conduct an inventory of all the items in the vehicle. Procedures for towing, searching, impounding of vehicles are outlined in AFI 31-218(I) and 460 SWI 31-206, *Lost, Abandoned, or Unclaimed Personal Property*.

6.1.2. Security Forces personnel will not operate POVs involved in the below listed offenses. The 460 SFS may have vehicles towed from street or parking lots on Buckley AFB, without prior driver/owner notification, for all reasons identified in AFI 31-218 (I), para 6-2(c), as well as the following:

6.1.2.1. Vehicles suspected of being abandoned reported to 460 SFS for disposition.

6.1.2.2. Vehicles illegally parked in a reserved parking spot (e.g. handicap, commander, etc.) when such vehicle is not properly marked and an owner cannot reasonably be located.

6.1.2.3. Vehicles belonging to, or being operated by, a person who has been apprehended and is unable or unwilling to arrange for custody or removal.

6.1.2.4. For lawful reasons at the discretion of law enforcement personnel, as approved by an on-duty flight chief or higher authority.

6.1.2.5. When it is necessary to prevent injury.

6.1.2.6. When a driver is operating an uninsured motor vehicle. No one will drive the vehicle any further. An uninsured POV will not be operated on-base under any circumstances.

6.1.3. Vehicle owners will be responsible for all towing and storage costs.

6.1.4. Owner-Operator Towing: Vehicles must be towed using a rigid A-frame, I-beam, or commercially designed towing strap (I-beam and towing straps require an operator in the towed vehicle). From dusk until dawn, rear lights and turn signals on the towed vehicle will be used. All other methods of towing are prohibited.

#### 6.2. Unattended POVs.

6.2.1. If a vehicle is suspected of being abandoned, security forces will take the following actions:

6.2.1.1. Vehicles will be cited via DD Form 1408 and a copy of a DD Form 2504, *Abandoned Vehicle Notice*, will be attached.



6.2.1.2. If the vehicle is not moved within 72 hours after issuance of DD Form 2504, or is unclaimed while in possession of the Air Force, the vehicle will be towed. The 460 SFS will then contact the towing contractor and request they tow the vehicle, provide storage, and security at the registered owner's expense.

6.2.1.3. A vehicle is considered abandoned after making reasonable good faith efforts to contact the owner or when the owner is contacted and fails to take appropriate steps to assume responsibility for the vehicle.

6.2.1.4. Vehicles that do not have proper registration and mounted plates will be considered abandoned and may be towed at the owner's expense.

6.2.1.5. Any vehicle deemed inoperative, parked with flat tires, broken windows, extensive physical damage, or considerable fluid leaking from the vehicle will be considered abandoned.

## **Chapter 7**

### **TROOP MOVEMENT**

#### **7.1. Troop Movement.**

##### **7.1.1. Troop Movements and Formations:**

7.1.1.1. Troop movements and formations will use the extreme right side of the roadway.

7.1.2. Road guards (wearing a reflective vest/belt or carrying a traffic wand) will be utilized while crossing all intersections.

7.1.3. During periods of reduced visibility, the troop commander will designate additional personnel to wear a reflective vest/belt or carry a traffic wand.

7.1.4. There will be a minimum of four personnel with safety devices within the formation. These individuals should be placed in the front and rear of the formation.

7.1.5. All vehicle traffic will yield to troop formations. Passing is permitted at the discretion of the troop commander. Vehicles passing troop movements will not exceed 10 MPH.

## Chapter 8

### BICYCLES

#### 8.1. Bicycles.

##### 8.1.1. Bicycle Operation:

8.1.2. Everyone operating a bicycle on a roadway will be granted all the rights of a motor vehicle and will be subject to the duties and instructions applicable to operators of motor vehicles. Additionally, all bicycle operators are required to abide by all traffic laws. Noncompliance may result in a citation being issued by security forces and traffic points may be assessed.

8.1.3. Bicycle riders are prohibited from riding while wearing ear plugs because they may interfere with the operator's ability to hear. All bicycle operators and passengers must wear an approved bicycle helmet IAW AFI 91-207, *The US Air Force Traffic Safety Program*. At a minimum, helmets must meet or exceed safety standards established by the American National Standards Institute, the Snell Memorial Foundation or the American Society of Testing and Measurement for Protective Headgear.

8.1.4. Bicycles used during the hours of darkness will be equipped with a headlamp visible from a distance of 500 feet, a rear red reflector, and side reflector visible from a distance of 600 feet. Holding a flashlight or similar device is prohibited. Bicycles should be equipped with a bell, horn or other audible device that can be heard at a distance of at least 100 feet.

8.1.5. No person operating a bicycle shall carry any package, bundle, or article which prevents the rider from keeping one hand on the handlebars at all times.

8.1.6. Bicycles will not carry more persons than the bicycle was designed to carry. At no time will a passenger be permitted to ride on the handlebars.

8.1.7. Bicycles will be operated in single file to the extreme right of the roadway and in the same direction of travel as motor vehicles.

## **Chapter 9**

### **TRAFFIC SIGNS AND MARKINGS**

#### **9.1. Traffic Signs and Markings.**

##### **9.1.1. Traffic Control Devices:**

9.1.1.1. Vehicle operators shall obey all traffic control devices unless otherwise directed by security forces or other individuals acting in traffic control capacity.

9.1.2. Notify the base civil engineer service desk if existing traffic control devices need repair. Recommended changes to existing devices should be forwarded to the 460 CES for action, with coordination through 460 SW/SE.

9.1.3. Military workers and contractors must comply with the Method of Handling Traffic Control Devices (Current Edition) when changing traffic patterns (e.g. closing off roadways, lanes, etc.).

## Chapter 10

### PEDESTRIAN TRAFFIC

#### 10.1. Pedestrian Traffic.

##### 10.1.1. Pedestrian Traffic:

10.1.2. Pedestrians must use sidewalks where provided. Pedestrians walking alongside the roadway will walk in single file facing on-coming traffic.

10.1.3. Vehicle operators will yield the right-of-way to pedestrians in crosswalks. However, pedestrians who have not yet entered the crosswalk will yield the right-of-way to vehicle traffic and ensure vehicle traffic is clear before stepping from the curb.

10.1.4. Jogging, running, or walking on the street or shoulder will be done facing traffic on the outside edge of the opposing traffic lanes or shoulders of the road. If running in formation, the troop movement requirements set forth in paragraph 7 apply. Runners not running in formation will run in single file, facing against the flow of traffic when vehicle traffic is present. This will contribute to runner safety and not impede the flow of traffic. During the hours of darkness/ inclement weather, reflective clothing or devices (i.e., reflective belt) visible from the front and back must be worn to increase visibility to drivers. Joggers will not exercise in the roadways with high density traffic or during peak traffic periods without road guards or safety spotters for traffic control. These individuals must obey the same traffic rules as pedestrians when crossing intersections controlled by traffic control devices, and will not create a hindrance to traffic or place themselves in danger by crossing into the path of a vehicle.

10.1.5. It is prohibited for pedestrians to walk, jog, or run on any roadway while wearing a headset device or ear plugs that obstructs or degrades hearing in both ears. Headset devices or ear plugs may be used if the ear closest to traffic does not have a headphone or ear bud in-place.

## **Chapter 11**

### **SKATEBOARDS, ROLLER-SKATES, ROLLER-BLADES AND OTHER NON-MOTORIZED MODES OF TRANSPORTATION**

#### **11.1. Skateboards, Roller-Skates, Roller-Blades and Other Non-Motorized Modes of Transportation.**

##### **11.1.1. Skateboarding, Roller-Skating and Roller-Blading:**

11.1.1.1. Skateboarding, roller-skating, or roller-blading is prohibited on any road, street, or thoroughfare, with the exception of the side roads regulated by a 15 MPH speed limit in Buckley Family Housing area during daylight hours. Skaters will skate at a safe speed for road conditions.

11.1.2. No skating in culverts, storm drains, bus stops, steps, ramps leading to entrances/exits, or shoppette/store areas (i.e., Commissary, Main Exchange, or banks).

11.1.3. Skating on perimeter road jogging path is prohibited during the hours of darkness.

11.1.4. Pedestrians have the right-of-way on sidewalks and jogging paths.

11.1.5. Group skaters must form a single file when approaching or overtaking pedestrians.

11.1.6. Skaters are required to wear approved helmets (same guidelines as bicycle riders). It is strongly recommended that all skaters use wrist, elbow, and kneepads.

11.1.7. Jumping ramps are not authorized along any roadway or sidewalk.

11.1.8. It is prohibited for persons using skateboards, roller skates, or roller blades to wear a headset device or ear buds.

## **Chapter 12**

### **MISCELLANEOUS**

#### **12.1. Miscellaneous.**

##### **12.1.1. Vehicle Maintenance:**

12.1.1.1. No person shall perform vehicle maintenance on any roadway, parking lot, or access road except to perform emergency repairs.

#### **12.2. Vehicle Registration Plates:**

12.2.1. No person shall operate a motor vehicle unless the vehicle has a valid state vehicle registration plate securely attached to the vehicle. The plate will be clearly visible, legible, and free of foreign material or borders which hinder or obstruct any portion of the registration plate.

#### **12.3. Interfering with Security Forces and Responding Emergency Vehicles:**

12.3.1. It is unlawful to interfere with any security forces person while such person is investigating accidents, traffic violations or citing persons for violations.

12.3.2. When passing a security forces vehicle displaying emergency lights engaged in a roadside traffic stop, vehicle operators will move to the opposite lane if possible. All passing vehicles will reduce speed to 15 MPH or a safe speed for current road conditions while passing.

12.3.3. Vehicles will remain at least 300 feet to the rear of emergency response vehicles.

12.3.4. Vehicles will not be driven over unprotected fire hoses unless directed by on-scene emergency personnel.

12.3.5. All vehicle operators must yield the right of way to an emergency vehicle displaying a flashing red or blue light, sounding a siren, bell or horn. As soon as possible, pull over to the right shoulder of the roadway and come to a complete stop until the emergency vehicle or vehicles have passed.

#### **12.4. Vehicle Obstructed Views:**

12.4.1. Vehicles will not be operated with ice, snow, fogged or excessively dirty windshields, windows, headlights, tail lights, or directional lights. All snow or ice must be removed from the hood, roof and trunk of vehicles before operation. The vehicle operator's line of sight must be free of obstructions which restrict the visibility of the operator.

#### **12.5. Unattended animal restrictions:**

12.5.1. Animals will not be left unattended in the open bed of a truck, unless properly caged.

12.5.2. Animals will not be left unattended in the passenger compartment of a vehicle unless controlled in such a manner that prevents an attack on other animals or persons outside the vehicle. Animals will not be left unattended in vehicles when the temperature rises above 75 degrees Fahrenheit.

**12.6. Prohibited Vehicle Modifications:**

12.6.1. The following vehicle modifications are prohibited:

12.6.1.1. Flashing or multicolor exterior lights not factory installed.

12.6.1.2. Any offensive display, including, but not limited to, paint designs, bumper stickers, and flags. Offensive material is defined as any language or image that is obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocates sexual, racial, ethnic, or religious discrimination. Vehicle operators will be cited and given 72 hours to remove offensive material.



## **Chapter 13**

### **BASE TRAFFIC WORKING GROUP (BTWG)**

#### **13.1. Base Traffic Working Group (BTWG).**

##### **13.1.1. Purpose:**

13.1.1.1. The BTWG is a group that will meet to discuss and vote on issues concerning traffic management on the installation that has to do with the following four pillars:

13.1.1.1.1. Policies and Procedures

13.1.1.2. Safety

13.1.1.3. Rules and Regulations

13.1.1.4. Enforcement of Policies and Procedures, Safety, and Rules and Regulations

#### **13.2. Membership:**

13.2.1. The BTWG chairperson will be appointed that position by the 460 SW/CC.

13.2.2. Voting and Non-voting members of the BTWG will be decided by the Chairperson and designated in the BTWG charter.

13.2.3. All personnel assigned to Buckley AFB are authorized to attend the BTWG.

JOHN W. WAGNER, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 6055.4, *Traffic Safety Program*, 20 April 2009

AFPD 31-1, *Integrated Defense*, 28 October 2011

AFI 31-218\_IP, *Motor Vehicle Traffic Supervision*, 22 May 2006

AFI 32-7040, *Air Quality Compliance and Resource Management*, 4 November 2014

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 18 December 2015

AFMAN 33-363, *Management of Records* 1 March 2008

460 SWI 31-206, *Lost, Abandoned, or Unclaimed Personal Property*

***Prescribed Forms***

**Buckley AFB Form 127**, *Application for Defense Biometric Identification System (DBIDS) Cards*

**Buckley AFB Form 128**, *Request for Visitor to Obtain Unescorted Access to Buckley Air Force Base*

***Adopted Forms***

**AF Form 75**, *Visitor/Vehicle Pass*

**AF Form 332**, *Base Civil Engineer Work Request*

**AF Form 1176**, *Authority to Search and Seize*

**AF Form 847**, *Recommendation for Change of Publication*

**CVB Form 1805**, *United States District Court Violation Notice*

**DD Form 1408**, *Armed Forces Traffic Ticket*

**DD Form 1920**, *Alcohol Incident Report*

**DD Form 2504**, *Vehicle Impoundment Notice*

***Abbreviations and Acronyms***

**AFB**— Air Force Base

**AFI**— Air Force Instruction

**AFMAN**— Air Force Manual

**APD**— Aurora Police Department

**BAC**— Blood Alcohol Content

**BDOC**— Base Defense Operations Center

**BMV**— Bureau of Motor Vehicles  
**CC**— Commander  
**CD**— Compact Disk  
**CD**— Deputy Commander  
**CES**— Civil Engineer Squadron  
**CRS**— Colorado Revised Statute  
**CSP**— Colorado State Patrol  
**CVB**— Central Violations Bureau  
**DBIDS**— Defense Biometric Identification System  
**DOD**— Department of Defense  
**DOT**— Department of Transportation  
**GMV**— Government Motor Vehicle  
**IAW**— In Accordance With  
**ID**— Identification  
**MSG**— Mission Support Group  
**NAF**— Non-appropriated Funds  
**OPR**— Office of Primary Responsibility  
**PCS**— Permanent Change of Station  
**POV**— Privately Owned Vehicle  
**RIEPC**—Random Installation Entry/Exit Point Checks  
**SFMIS**— Security Forces Management Information System  
**SFS**— Security Forces Squadron  
**SW**— Space Wing  
**SWI**— Space Wing Instruction  
**TDY**— Temporary Duty  
**UCMJ**— Uniform Code of Military Justice  
**USC**— United States Code

### ***Terms***

**Driver**— Any person who drives or is in physical control of a motor vehicle. A driver is in physical control when in position to control the motor vehicle, whether to regulate or restrain its operation or movement. For example, sitting in a parked car behind the steering wheel, keeping it in restraint or in a position to control its movement. The word “driver” is interchangeable with the word “operator.”

**Driver's license**— A license to operate a motor vehicle under the laws of a State, the District of Columbia, a US territory or possession, a host country, or under international agreements (international driver's license). Also, a vehicle operator's permit issued by an agency of the US Government or an overseas command.

## Attachment 2

## SUSPENSION/REVOCATION OF DRIVING PRIVILEGES

## A2.1. Note:

**The following suspensions and revocations apply exclusively to Buckley Air Force Base.**

**Violation:** - Accumulation of 10 traffic points in 12 months.

- Speeding 20 miles over the speed limit or higher.
- Operation of a motor vehicle with a BAC of .05% but less than .08%.
- Permitting the unlawful or fraudulent use of a driver's license.

**Consequence:** Minimum of 6 month suspension, no more than 12 month revocation.

**Violation:** Any incident deemed "serious" by the installation commander or designee, to include the preservation of good order and discipline.\*

**Consequence:** Minimum of 3 month suspension, no more than 12 months revocation.

**Violation:** - Failure to comply with base entry/exit point check.

- Failure or refusal to meet towing cost obligations.
- Driving an uninsured vehicle.
- Driving a vehicle with a suspended or cancelled registration.

**Consequence:** Minimum of 3 month suspension, no more than 9 month revocation.

**Violation:** - Illegally parking in a reserved handicapped parking space.

- Three non-moving violations within 90 days.
- Two seatbelt violations within a 1 year period.
- Unit commander designated suspensions for traffic/vehicle safety violations.\*

**Consequence:** Minimum of 7 day suspension, no more than 30 day suspension.

**\*NOTE:** IAW AFI 91-207 para. 1.3.4.2. Commanders can direct problem drivers and at-risk personnel to attend driver improvement training instructed by the 460th Space Wing Safety Office.

## Attachment 3

## BUCKLEY AFB FORM 127

Figure A3.1. Buckley AFB Form 127.

APPLICATION FOR DEFENSE BIOMETRIC IDENTIFICATION SYSTEM (DBIDS) CARD			
(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)			
<p><b>AUTHORITY:</b> Title 10, United States Code 8012.</p> <p><b>PRINCIPLE PURPOSE:</b> To assist security personnel in establishing a fitness determination through the identity proofing and vetting (background check) process.</p> <p><b>INTENDED USE:</b> To be utilized by personnel requesting to obtain guest installation access credential for unescorted access to Buckley Air Base (BAFB).</p> <p><b>DISCLOSURE:</b> Disclosure of requested information is voluntary; however, failure to provide information may result in denial of request or refusal by the 460TH Security Forces Squadron, Installation Access Control Section (460th SFS/S3IAC) to permit issuance of an installation access credential. By signing this application, the applicant understands if they lose or misplace their access credential, they will report the loss immediately to their sponsor and the Installation Access Control Section.</p>			
<b>INSTRUCTIONS</b>			
<p>1. Submit to 460th SFS/S3IAC in person. All information must be completed or the form will be denied.</p> <p>2. Guest must present Government issued photo ID in order to establish identity.</p> <p>3. Sponsor <b>MUST</b> be registered in DBIDS and have a valid DD Form 577 on file prior to submitting form.</p>			
<b>SECTION I: SPONSOR</b>			
1.1. SPONSOR NAME/ORGANIZATION REPRESENTATIVE (Last, First, MI)		1.2. SPONSOR UNIT/ORGANIZATION REPRESENTATIVE CONTACT PHONE	
1.3. DAYSHOURS ACCESS REQUIRED		1.4. REASON FOR INSTALLATION ACCESS	
<b>SECTION II: SPONSOREE</b>			
2.1. NAME (Last, First, MI)	2.2. DATE OF BIRTH	2.3. DRIVER LICENSE NUMBER	2.4. STATE OF ISSUE
<p>THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001 OR OTHER APPLICABLE LAWS AND REGULATIONS.</p> <p><b>NOTE: "SPONSOR AND/OR GUEST" SHALL RETURN BADGE TO 460TH SFS/S3IAC UPON EXPIRATION</b></p>			
2.5A. SPONSOR SIGNATURE/ORGANIZATION		2.5B. DATE	
Click to sign			
2.6A. SPONSOREE SIGNATURE		2.6B. DATE	
Click to sign			
<b>SECTION III: REQUEST JUSTIFICATION</b>			
<p>3.1. DESCRIBE IN DETAIL WHY THE GUEST REQUIRES ACCESS TO BUCKLEY AIR FORCE BASE, TO INCLUDE LENGTH OF DURATION, FP/CON CHARLIE JUSTIFICATION AND HOURS OF ACCESS. PLEASE IDENTIFY, BY BUILDING NUMBER, THE BUILDING HE/SHE REQUIRES ACCESS TO. YOUR RECOMMENDATION WILL BE REVIEWED BY THE NCOIC OF INSTALLATION ACCESS CONTROL AND/OR STAFF. THE FINAL DETERMINATION WILL BE MADE WHEN THE GUEST PROCESSES FOR HIS/HER BADGE.</p>			
<b>SECTION IV: TO BE COMPLETED BY 460TH SECURITY FORCES INSTALLATION ACCESS CONTROL</b>			
4.1. NCIC/CCIC CHECK CONDUCTED ON:		4.2. ACCESS GRANTED	
		Buckley Air Force Base <input type="checkbox"/> YES <input type="checkbox"/> NO FP/CON C <input type="checkbox"/> YES <input type="checkbox"/> NO	
		4.3. FOREIGN NATIONAL <input type="checkbox"/> YES <input type="checkbox"/> NO	
4.4. DATE ISSUED	4.5. DATE EXPIRES	4.6. DBIDS CARD NUMBER	
<b>SECTION V: 460TH SFS INSTALLATION ACCESS CONTROL STAFF</b>			
5.1A. SIGNATURE BLOCK		5.1B. DATE	
Click to sign			
<p><b>BUCKLEY AFB FORM 127, 2013XXXX</b></p> <p>ALL SIGNATURE BLOCKS MUST BE SIGNED</p> <p style="text-align: right;">This form is valid for 90 days from date of signature</p>			

## BUCKLEY AFB FORM 128

**Figure A4.1. Buckley AFB Form 128.**

<b>REQUEST FOR VISITOR TO OBTAIN UNESCORTED ACCESS TO BUCKLEY AIR FORCE BASE</b>				
(THIS FORM IS SUBJECT TO THE PRIVACY ACT STATEMENT OF 1974)				
<i>AUTHORITY: Title 10, United States Code 8012</i>				
<i>PURPOSE: To assist security personnel in establishing a fitness determination through the identity proofing and vetting process.</i>				
<i>INTENDED USE: To be utilized by personnel requesting to obtain guest installation access pass for unescorted access to Buckley Air Force Base (BAFB) for 1-30 days or for special one time events.</i>				
<i>DISCLOSURE: Disclosure of requested information is voluntary; however failure to provide information may result in denial of request or the refusal by the 460th Security Forces Squadron, Installation Access Control Section to permit access to the installation.</i>				
<b>INSTRUCTIONS</b>				
1. All information must be complete and in alphabetical order or the form will be denied.				
2. Guest must present government/state ID in order to establish identity.				
3. Sponsor must be registered in DBIDS prior to submitting form.				
4. Must be submitted to Access Control Staff 72 hours prior to request.				
<b>SECTION I: SPONSOR INFORMATION</b>				
SPONSOR NAME (Last, First MI)		SPONSOR UNIT/CONTACT PHONE NUMBER		
DURATION OF REQUEST (MMDDYY-MMDDYY)		REASON FOR VISIT		
<b>SECTION II: GUEST INFORMATION</b>				
GUEST NAME (Last, First MI)	DOB (MMDDYY)	DRIVERS LICENSE NUMBER	ST	ACCESS YES/NO
<b>SECTION III: TO BE COMPLETED BY 460TH SECURITY FORCES INSTALLATION ACCESS CONTROL STAFF</b>				
NCIC CHECK CONDUCTED ON	APPROVING OFFICIAL (Last, First MI)		SIGNATURE	

**BUCKLEY AFB FORM 128. 2013XXXX**